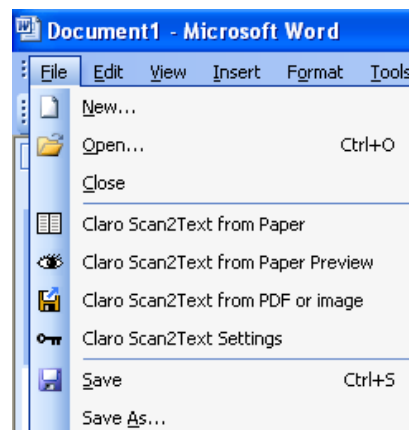


## Welcome to Scan2Text

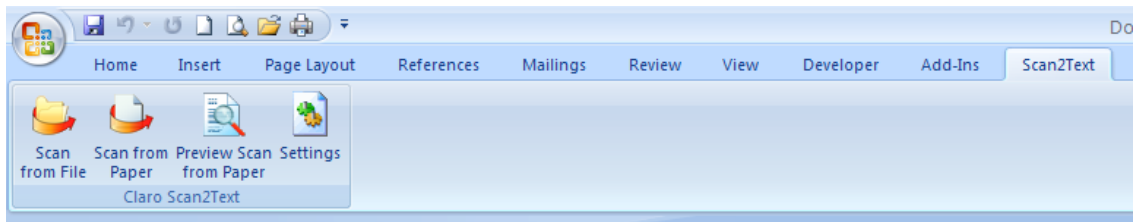


With Scan2Text you scan documents, letters and papers, and the text is placed in Microsoft Word. Scan2Text is only operated from within Microsoft Word.

### Word 2003:



### Word 2007:



The text can then be edited, or readback by a screenreader or WordRead

You can choose to retain the original format of the document and retain or remove images. You can also open previously scanned image files, as well as open PDF images!

This software contains the latest OmniPage Optical Character Recognition (OCR) engine which can automatically recognise and convert text in over 50 languages. Scan2Text is an easy to use, quality tool for easy access to printed text as well as for publishing.

## **Before Starting Scan2Text**

Before starting to use the Scan2Text software, you must have installed your scanner and its software on your PC. You must also have run the Scan2Text Scanner Wizard, to inform Scan2Text about which scanner you have.

We recommend that you follow the scanner manufacturer's precise instructions about when to plug in the scanner, whether to deal with the software before or after you plug in the scanner etc.

Scan2Text software will only perform properly when the scanner is correctly installed and working.

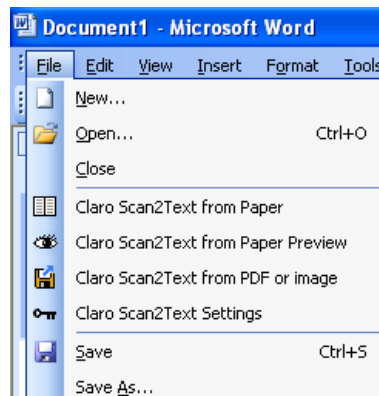
When installing the scanner software, you only need the basic scanner drivers for Scan2Text to work, not other utilities such as Smart Panels and ToolBoxes. If you do install such options for others to use, this will not affect Scan2Text.

## How To Use Scan2Text

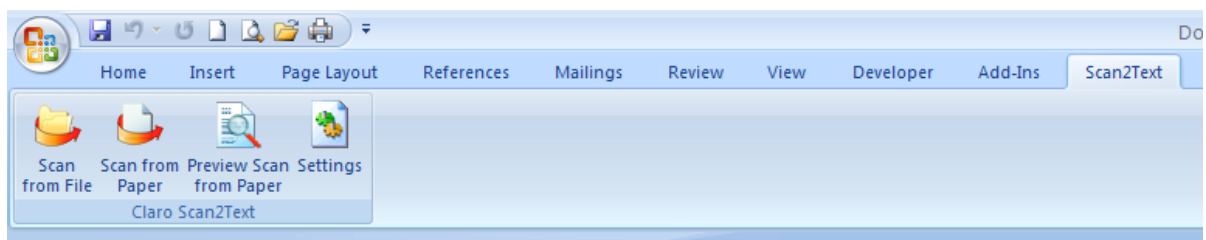
When Scan2Text (and your scanner) have been installed, open up Microsoft Word and go to the File Menu. You will discover four extra menu items within the File Menu. These are Claro Scan2Text from Paper, Claro Scan2Text from Paper Preview, Claro Scan2Text from PDF or Image and Claro Scan2Text Settings.

These are the only Menu Items for Scan2Text.

### Word 2003:



### Word 2007:



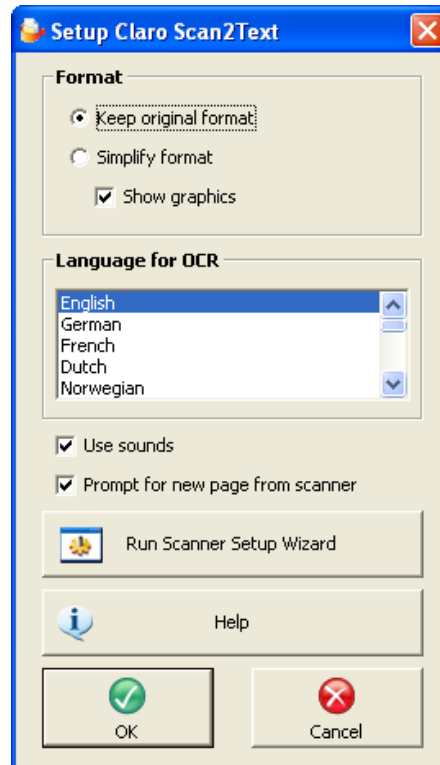
Before you can enjoy using the product, you will need to run the Scanner Setup Wizard, from within the Settings Menu. This Wizard tells Scan2Text which scanner you are using.



## Scanner Setup Wizard

Prior to running Scan2Text for the first time, you should run the Scanner Setup Wizard. Scan2Text supports an extensive range of scanners.

The Scanner Setup Wizard is started from within the Scan2Text Settings screen. Ensure Microsoft Word is open, go to the Word File Menu and select the Run Scanner Setup Wizard Button:



Alternatively, bring up the File Menu by pressing Alt + F and move down to the fourth of the four new menu items, Claro Scan2Text Settings.

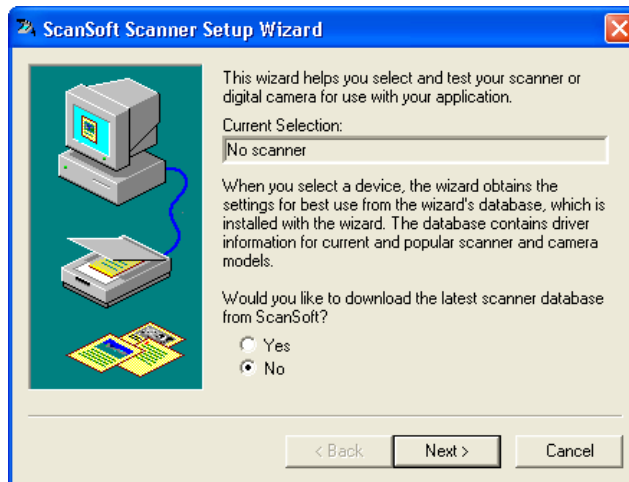
Press ENTER to bring up the Settings dialog and press TAB until you hear Run Scanner Setup Wizard.



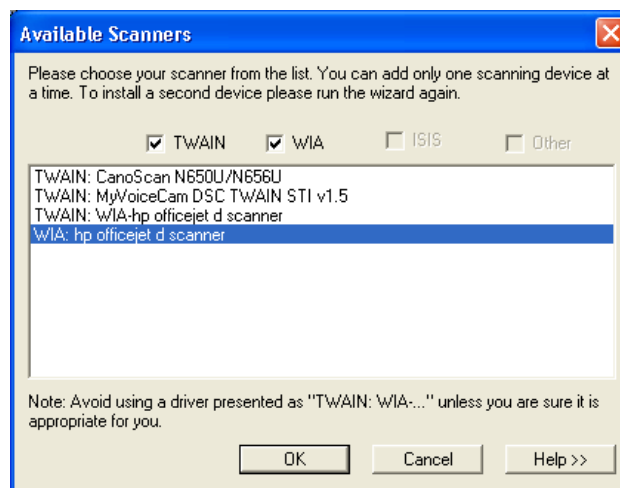
## Running The Scanner Setup Wizard

The actual screens will be dependent on the scanners and other devices that you may have attached to your PC.

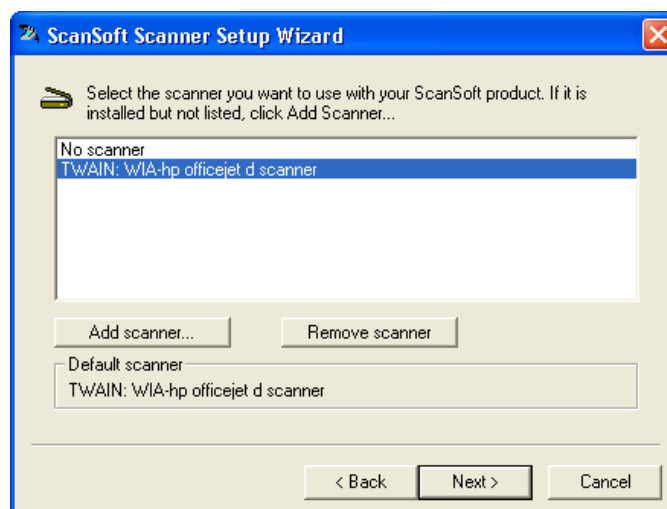
The first screen asks whether you would like to download the latest scanner database. It is recommended to tab and select No, unless you have a very new model of scanner.



Choosing Next moves to the next screen listing the available scanners and devices on your PC. The scanners listed are examples.



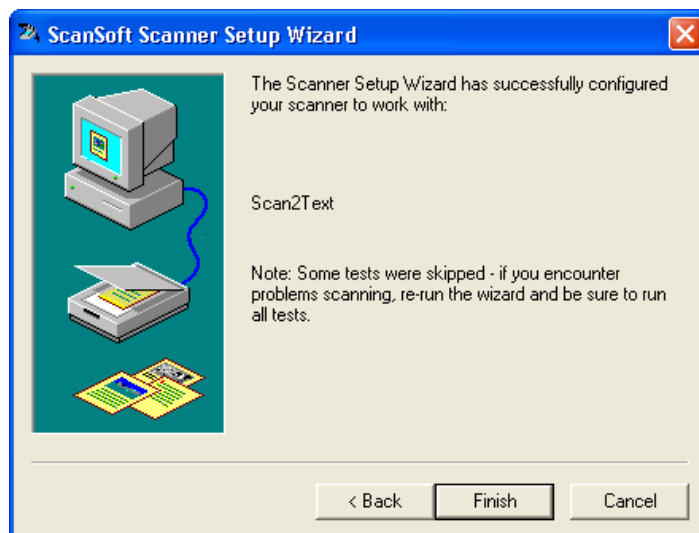
Select the scanner you would like to use with Scan2Text. (The ones in the screenshot above are examples; there will probably be different scanners on your PC).



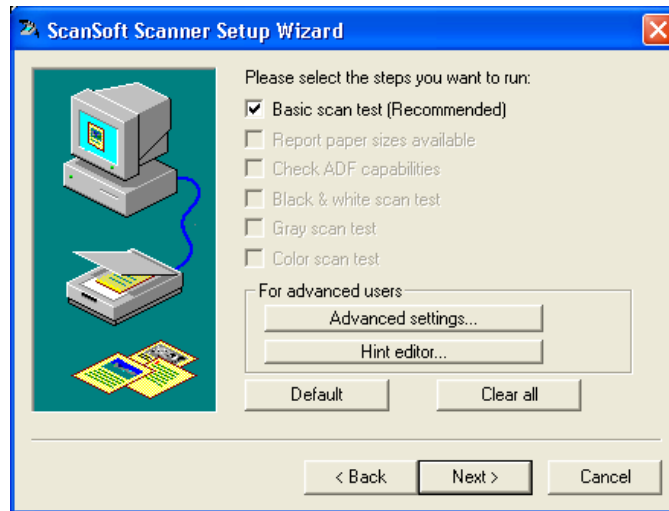
Next you need to choose whether or not to test the scanner. You can select either Yes, No or Restore original settings.



You should normally follow the recommendation given on the screen. If your scanner is in the scanner database, you shouldn't need to run a test (No), and can proceed to the Finish Screen.



If the scanner isn't in the scanner database, it is recommended you run a test (Yes). It should be satisfactory to run a basic test (you will be given a list of tests as optional check boxes).

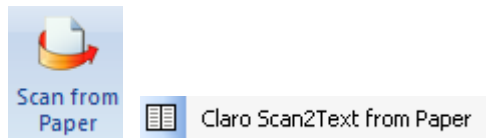


Click Finish to complete the Scanner Wizard. Scan2Text should now operate with your chosen Scanner.

Select Scan2Text From Paper from the Word File Menu. If Scan2Text splash screen appears, and you hear a blip, then Scan2Text is running.



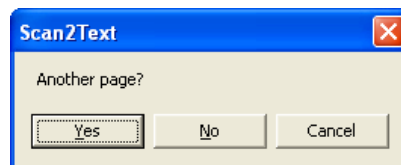
## Scan2Text From Paper



Claro Scan2Text from paper lets you scan the page(s) in your scanner into the Microsoft Word document you have opened on the screen. When you click this option with the mouse, or press ENTER with that item highlighted, you will hear the scanner movement start up.

Shortly afterwards, the text (and images if selected) will appear on your screen within the Word document and the cursor will be right at the end of the document you have scanned.

On top of this text, a Box will appear asking whether you want to scan another page. Click No, or Press N or TAB to hear No if you don't want to. Click Yes, or press Y or TAB to Yes if you do.



If you don't want to scan another page, you can press the ESCAPE KEY to stop.

You may have set your settings options to automatically scan another page, in which case you will have loaded in the next page to be scanned.

When you are ready to read your scanned text, press Control + HOME to get to the top of the scanned document. You can read the text in the normal way with your screen reader software.

## Scanning New Pages

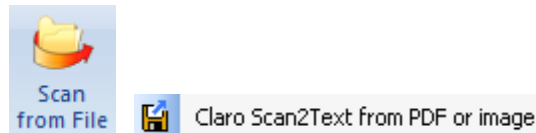
If you scan additional pages into Word through Scan2Text, these pages will be added to the bottom of the Open Word document, (the one containing the original Scan2Text conversions).

If you need to Scan2Text into a New Word Document, we suggest you close the original Word document containing the older Scan2Texts (saving the texts if needed), and Open a New Document.

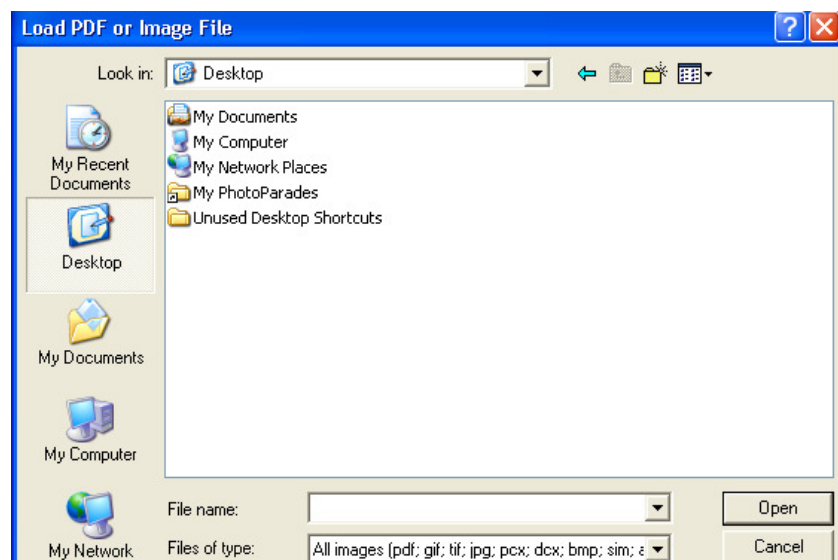
## Scan2Text From PDF Or Image

Many manuals and information in files are presented as PDF files or Image Files which cannot be edited. Screen reader speech output software will not read the text in these images. So the Scan2Text PDF option converts such files into text format so that you can listen to them and edit them if desired.

Within Microsoft Word, go to the File Menu and Click the item:

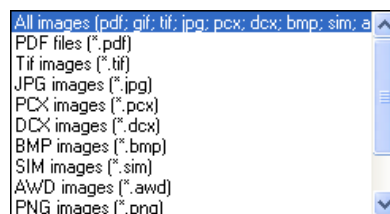


Alternatively, move down the menu to hear Claro Scan2Text from PDF or image. Press ENTER and the Windows Open File Dialog will appear.



Select the PDF file by clicking the mouse or using the TAB key and the Arrow Keys. If you store all your files in My Documents, then press Shift TAB to take you to the top of the file list and move down to the one you want to convert before pressing ENTER.

As well as PDF, Scan2Text can convert any of the following image file formats: TIF, JPG, PCX, DCX, BMP, SIM, AWD and PNG.



The conversion will take place automatically and you should hear two pops as each page has been processed (if sound is enabled).

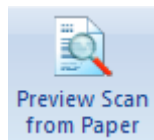
Each page will take a short time to convert. We recommend you tick the sounds option in Scan2Text Settings so you know that the conversion is ongoing.

- Use sounds
- Prompt for new page

At the end of the process, the text version of the PDF or Image file will be in Microsoft Word. It can be copied, cut and pasted.

Or the text can be listened to using your screenreader. Press Control + HOME to get to the top of the document and read with the arrow keys as normal.

## Scan2Text from Paper Preview



Claro Scan2Text from Paper Preview

You can preview your scanned document before it gets transferred into Word if you wish. Click on the "Scan from Paper Preview" button. After scanning the document, a preview of the page will appear:



If you would like to remove any unnecessary zones which you don't want to be transferred into Word, click on it and press the delete key or click on the "Delete Selected Zone" button.

If you would like to reinstate a zone after you've deleted it, simply double click on it. When you are happy with the image, click the "OK, Send to Word" button.

If you wish to cancel the transfer to Word at anytime, press the Esc key or click on the Cancel button.

## Scan2Text Settings

Within the Microsoft Word File Menu, select Claro Scan2Text Settings for the available options.

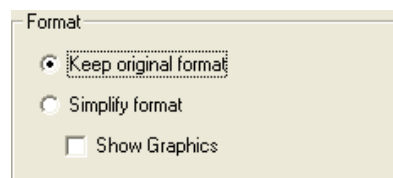


The Settings Window will open.



### Format

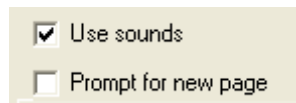
Prior to scanning a document into Word, you can choose to keep the original format, simplify the format into a single text column with images in line, or remove the images completely.



### Sounds and Prompt For New Page

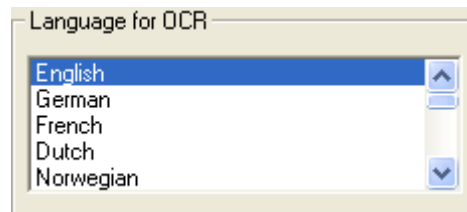
You can choose whether to add sounds to the Scan2Text process. If selected, a sound will be made when each page has finished scanning and is converting to text.

You can also choose to be prompted by a reminder window prior to loading additional pages into the scanner.



## Language for OCR

You can change the setting for the OCR (optical character recognition). It is set to English as default. If you are scanning some French text, for example, you need to tell Scan2Text that it is going to receive some French text. Do this by selecting the language:



## Contact Us

We would like to thank you for using Scan2Text.

You can see more Claro Software products at [www.clarosoftware.com](http://www.clarosoftware.com)

If you have any queries, please contact us at [support@clarosoftware.com](mailto:support@clarosoftware.com)

We value your feedback. However, we regret that we may not be able to support you with any scanner difficulties you may have. You will need to contact your scanner manufacturer or visit their web page.